

Maintain User Accounts

- 1 Click on the **Utilities** hyperlink at the top of the screen.
- 2 Select **Maintain Your ECF Account**. The user account screen will display.
- 3 Update your personal information on this screen. At the bottom of the screen are two buttons.
 - **Email Information** - button is used to request email notification on all cases which you are a party or on specific cases. (All activity includes notification of claims as well as other entries.) To receive notice, the email address must be correct.
 - **More user information** - button is used to change your password.
- 4 Click on the **Email Information** button and the email information screen displays. You will be presented with options for electronic notification on the court's ECF system.
 - You may request e-mail copies of notification on all cases to which you are a party or only on specific cases.
 - You may receive e-mail activity throughout the day or a daily summary of all noticing activity. Daily summaries are generated at midnight for the day's activities.

Note: "All activity" includes notification of claims as well as other entries to a case. Each email will include the case number and name of the docket entry in the subject line of the mail message.

- 5 **Primary e-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine email correspondence.

Enter an active email address in the primary email address field. Check the box in front of “to my primary email address” to activate ECF notification .

Note: You may have notices sent to other email addresses besides your primary email address. (Paralegals or other staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.

- 6 Make all appropriate changes and click on **Return to Account** screen.
- 7, Click **Submit** to save your changes.

Change Your Password

- 1 Click on the **Utilities** hyperlink at the top of the screen.
- 2 Click on **Maintain Your ECF Account** button and your personal information screen will display.
- 3 Scroll to the bottom of the screen and click on the **More user information** button. The More user information screen will display revealing the login and password fields.
- 4 Your password will appear as all * stars. Enter your new Password here.
- 5 Click on the **Return to Account** button and you will be returned to your personal information screen.
- 6 Scroll to the bottom of the screen and click **Submit**. If you do not click the Submit button, your changes will not be saved.

View Your Transaction Log

- 1 Click on the **Utilities** hyperlink at the top of the screen.
- 2 Select **View your Transaction Log**. A date range screen will display.

- 3 Enter the **Date Selection Criteria** (start date and end date) for the Transaction Log Report and click **Submit**.
- 4 The report will generate and display any transactions performed under your login and password for the date range selected.
- 5 Review the log.